

Chapter 9
INJURY/ILLNESS TREATMENT
(CIVILIAN EMPLOYEES ONLY)

901. TREATMENT PROCEDURES. Employees must report immediately to their supervisor any occupational injury or illness. OPNAV 5100/9, Dispensary Permit (Appendix G-1), will be furnished by the supervisor to civilian employees who need treatment. Employees will not be permitted to visit the dispensary without having obtained the form, except where necessary to avoid delay in treatment to the detriment of an employee, the form may be completed after the patient has been removed to the dispensary. All cases of injury or occupational illness at work shall be recorded at the dispensary or medical department of the activity.

Note: The term "dispensary" and "medical officer" are used generically to denote the site and provider of medical treatment at Navy activities. Individual activities may use different terms.

902. INJURY REPORT CONTROL. OPNAV 5100/9 may be used by the Safety Office as a means of control to ensure the prompt receipt of information needed to investigate mishaps and to complete appropriate mishap reports for civilian employees. Other tracking systems may be used if they allow activity safety offices to track dispensary visits. Regardless of the tracking system used, all injured civilian personnel must first report to the dispensary per paragraph 903f. (A)

903. PREPARATION PROCEDURE. The following instructions regarding the preparation and disposition of Dispensary Permits, OPNAV 5100/9, shall be observed:

a. The supervisor shall complete the upper half of the Dispensary Permit in duplicate ensuring all blocks are completed.

b. The injured employee shall take both copies of the form to the dispensary.

c. The "Occupational-No" box is checked for personal illness cases only. If this block is checked, give further details under "Reason for Referral-Other."

d. Use of case number is optional with the activity.

e. Every effort should be made to determine whether or not an injury or physical disability is occupational before checking the "Questionable" block.

f. All personnel, except where necessary to avoid delay in treatment to the detriment of an employee, shall first report to the dispensary for administrative purposes. Those Navy civilians covered by the Federal Employees' Compensation Act who elect to be treated by a duly qualified local physician or hospital of their choice shall meet this requirement. In those cases, the medical officer will note "other" under degree of injury. Disposition of the employee will be determined by the medical officer. From that point on, the employee will use the forms required by the Office of Workers' Compensation Programs (OWCP), such as CA-1 "Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation," and CA-16 "Request for Examination and/or Treatment," provided to the employee, in most cases by the employee's supervisor. The medical officer shall fully complete lower portion of form including comments, findings and disposition on the Dispensary Permit. Whether treatment is rendered by the dispensary or a private physician/hospital, the dispensary shall forward the carbon copy to the safety office. The original of the Dispensary Permit shall be returned to the supervisor by the employee.